

**FSCS Steering Committee Meeting**  
**April 12-14, 1995**

**Minutes**

Attendance:

Steering Committee Members:

Alan Zimmerman (Chair) Adrienne Chute, Liz Gibson, Mary Alice Hedge, Carrol Kindel, Elaine Kroe, Keith Lance, Libby Law (Secretary), John Lorenz, Mary Jo Lynch, Joe Shubert, Mark Smith (Vice Chair), Walt Terrie, Diana Tope, Diana Young, Peter Young (NCLIS).

Others: Roz Korb (NCES), Don Fork (Library Programs, OERI), Dave Kellerman (Census), Beth Burrows (Census), Tyle Auduong (Pinkerton), Kim Miller, and Barbara Whiteleather

The meeting was called to order. The agenda was reviewed. New members of the Steering committee were officially welcomed.

Carrol Kindel reported that the FY93 ED Tabs are ready to be mailed to peer reviewers shortly. Walt Terrie and Mary Jo Lynch are again serving as peer reviewers for the Steering Committee. As before, data files cannot be released until after the release of the ED Tabs, but, this year the time between ED Tabs release and data file release will be considerably shorter. Again following NCES practice, both ED Tabs and data files will be released electronically immediately after incorporating any adjudicated comments or corrections. The print version of the ED Tabs will come out later, hopefully by July. The Ed tabs adjudication meeting had been scheduled for May 11, but at the request of the Steering Committee, the schedule will be reviewed to see if it can be postponed to coincide with the May 17 Data Use Task Force meeting. (This was subsequently done.) NCES will notify Keith Lance as soon as data are released so that he can let everyone know through the FSCS Listserv.

Carrol Kindel reported on the reorganization planning within NCES. Although final decisions have not yet been made, it appears that there will be five groups within the Education Surveys Division, where the Library Statistics Unit is currently housed: Administrative Survey Operations, Postsecondary and Library Cooperatives, Elementary-Secondary Cooperative, Sample Surveys, and Technical. Both Carrol Kindel and Roz Korb will be working with FSCS. Roz Korb will provide the primary interface between NCES and FSCS (analysis, data use, and user interface) and Carrol will continue to work with the survey/data collection and processing, as well as software development.

Diana Young reported on the concerns raised at the Annual Training Workshop I. There seemed to be a misunderstanding on the part of some SDC who thought that there would be more than one annual workshop in the future, when the next FSCS workshop would be

held (after the Summer Data Conference), and whether the vote at the Summer Conference would be meaningful.

### **Public Library Definition**

There was a brief discussion of the definition of a public library by the entire steering committee, prior to the sub-committee meeting. In order to meet the definition a public library must meet the four criteria and be legally recognized in the state.

There was some discussion about providing free basic service/ open to everyone but this was put on hold and will not be considered this year. States are to report every public library that meets the definition.

### **Library System Survey**

David Kellerman reported on the status of the Library System Survey. A list of library cooperatives is being compiled and will be distributed to the states for review. Dave Kellerman described the way the list has been compiled.

A draft definition of a Library Cooperative was distributed and discussed. Concerns raised that the definition is too broad and it was agreed that further review is needed. The focus needs to be clear regarding why the data are needed. The original purpose was to "identify state and federal funding for public library services not already being reported". Although the initial NCES scope may be broader than just public library service, it was agreed that data must be collected in such a way that the above information can be extracted.

### **Historical FSCS Files**

Concern was expressed about the FSCS historic files. NCLIS has files from 1988 to date and is working to improve their organization.

### **Early Childhood Survey**

Elvie Germino Hausken, NCES Household Surveys staff, presented a report on the status of the early childhood survey. It will include parents, teachers, individual children and groups of children and follow the children for five years. The field test should be conducted in the fall. The questions have not yet been formalized but will include library use.

Mary Jo Lynch reported on the Westat study on the public library and school library roles in meeting National Education Goals.

### **Data Collection from the Territories**

Concerns raised included: public libraries in the territories are not traditional public libraries but more like national libraries serving school and public; a Spanish version of the manual is needed; computers are not readily available to the data coordinators; special assistance is needed. Don Fork (Library Programs) reported that they encounter some of the same problems such as is reported by the territories; how data are reported and how

libraries fit into the system. Roz Korb may be able to provide some assistance with this through her work with IPEDS or Lee Hoffman through her work with the Common Core of Data (CCD) program.

**Census Reports:**

The Financial Definitions report has been distributed. The next report will be a staffing report. Major issues of concern from the financial report are to be identified for discussion in July. Among the issues raised so far are: handling of carryover income, capital outlay, and payments on behalf of the library by a parent organization (eg: employee benefits). Staffing Report (draft): Steering Committee members are to review, identify major areas of concern, and send these to Mark Smith. There will be two more reports: Processing Report and Organization of Public Library Structure by State Report.

**State Library Survey:**

There are eight states which have not yet responded.

**By-laws:**

The by-laws need to be re-written to address change in date of annual FSCS workshop.

**Communication:**

The use of the FSCS listserv will be encouraged through the systematic release of timely information and concerns.

**Data Element Ballots:**

The procedures for distribution and return of the ballots was discussed.

**Library Policy Forum:**

The third forum will be held to discuss changes expected in where library and information services over the next five years, and the implications of these changes for planning future data. Focus groups are being held on national concerns: Joe Shubert - State Library and Systems, Keith Lance - Public Libraries, Mary Jo Lynch - Academic, will have focus group responsibilities, as noted.

**Subcommittee Reports:**

**Definitions:** Mark Smith, Chair, Adrienne Chute, Keith Lance, Mary Jo Lynch, Libby Law, Joe Shubert, Diana Ray Tope, and Alan Zimmerman

The definitions were reviewed. The discussion was facilitated by the use of the pc. Final definitions were presented to the full committee.

**Date Use:** Keith Curry Lance, Chair, Adrienne Chute, Elaine Kroe, Mary Jo Lynch, Mark Smith, E. Walter Terrie, and Al Zimmerman

Proposal that NCES release files state by state as they are received was discussed.

The work of the Eckard Award winners will be displayed at the Summer Data Conference. The Data Use Subcommittee identified two winners for the first year. Some issues were raised during the process to select the winners: Submissions must show actual use of the data and the review committee will consist of Steering Committee members who have not submitted nominations. A Helpful Hints guide will be prepared to assist those wishing to submit nominations in the future.

The development of a scrap book of "flag show" items was discussed including a method of making the information available to the states.

Public Library Price Index research project: Should continue after expiration of contract.

September 19, 1994 research agenda: revision of the agenda is in process. The need for imputation will be pursued.

**Training:** Diana Young, Chair, Liz Gibson, Carrol Kindel, Libby Law, John Lorenz, Diana Ray Tope

Issues were reviewed for FSCS training at the Summer Data Conference.

There will be 7½ hours available for library training which will be devoted to Local Data Collection software with hands-on products and definitions.

It is important to insure that the Chief Officers of State library agencies know what is happening with FSCS. Each SDC attending the Summer Data Conference will receive a "Helpful Hints" package which will serve as an easy reference for the FSCS program. A list of items for inclusion was discussed. The list was given to Kim Miller.

Library programming will be well represented at the Summer Data Conference. All 24 of the proposals submitted by library community interests were accepted, making up about one-third of the conference. Sixteen of the twenty-four will be labelled "Library" Track and the remainder are included in a "Cross cutting" track due to their wider applicability.

Mentors are to contact Coordinators who did not attend the FSCS Workshop in Austin and personally inform them about the Summer Data Conference.

**Technical:** E. Walter Terrie, Chair, Liz Gibson, Carrol Kindel, Elaine Kroe, Diana Young

DECPLUS for 1994 data collection will soon be available. There are still some problems which have been identified in the Alpha testing. Professional testing is desirable in order

to fully document problems found. Discussion of limiting the import options was discussed.

**DECPLUS:** The U.S. Postal Service is adding "plus 4" zip codes for all outlets based on the addresses provided in the FY93 submission.

**Local collecting/reporting software:** Assistance from FSCS program is available to facilitate automated collection of data at the local level. The assistance includes minor modification of existing programs, expert advice, and user group support.

A new aspect of technical assistance will include contacts with vendors of automated library software systems regarding incorporation within the product of the core data elements for FSCS. Joe Shubert stressed the need for an emphasis on facilitating electronic data collection at the point of origin.

Minimum equipment specifications needed for the future will be identified and included in DECPLUS manual.

**PUBLDAP:** One more testing and improvement of the software will be made and if the problems can be corrected, it will be distributed at the Summer Date Conference.

### **Steering Committee Meeting Evaluation**

#### **Positive**

- Use of LCD
- Weather good
- Alan terrific chair
- Keith - good time Charlie
- Agenda and discussion well paced
- Location good
- Handicapped accessible
- Scheduling for subcommittees good
- Quick access to copier at NCLIS
- Addition of new Steering Committee members
- Finished early
- All in all one of the better meetings

#### **Negatives**

- \$20 lunch
- No swimming pool
- No tape recording of meeting (previous recordings were never used)
- Could use more than one LCD (you can never be too rich, too thin, or have too many LCD's)